Advisor Assignments in Internet Native Banner

Assigning Advisor for New Student

1. Navigate to SGAADVR
2. Enter T number for student
3. Enter the term to begin assignment. Click Go.

4. Enter T number for advisor, type MAJ1 for Major Advisor in the Advisor Type field, and click Primary Indicator. Save.

Removing Old Advisor/Assigning New Advisor

1. Navigate to SGAADVR
2. Enter T number for student
3. Enter the term to begin assignment. Click Go.

4. Click the Maintenance icon.

5. Click Copy Advisor

6. Click Delete

7. Enter T number for new advisor, type MAJ1 for Major Advisor in the Advisor Type box and click Primary Indicator. Save.

NOTE: If you are removing an advisor and assigning a new major advisor, do not remove additional advisors assigned such as Bridge to Excellence Mentor, Minor Advisors, University Honors Advisor, etc.

Ending Advisor Assignment for Graduating Student

1. Navigate to SGAADVR.
2. Enter T number for student
3. Enter the term to end assignment. Click Go.

4. Click the Maintenance icon.

5. Click End Advisor. Save.